



PROTOCOL ON STUDENT EXCHANGE
between
SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION
and
UNIVERSITY OF GRAZ, AUSTRIA

Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University» (hereinafter referred to as “Saint-Petersburg University/SPbU”), duly represented by its Vice-Rector for International Affairs Sergey Andryushin, acting on the basis of proxy dated 07.12.2017 № 28-21-410, on the one part,

and

the University of Graz (hereinafter referred to as “UniGraz/UG”), duly represented by Rector Christa Neuper on the other part,

hereinafter collectively referred to as Parties,

in accordance with the Framework Agreement for Cooperation (hereinafter referred to as the “Agreement”), agreed to continue their academic cooperation and have prepared to that effect the following Protocol on Student Exchange (hereinafter referred to as the “Protocol”).

§ 1

1.1. The Parties will conduct exchange of undergraduate and graduate students for non-degree studies in accordance with the rules and regulations set in this Protocol.

§ 2

The Parties agree to set following terms and conditions for student exchange:

2.1. The total number of exchange students per one academic year from each Party shall not exceed 4 (*four*) undergraduate or graduate students for study period of one term or 2 (*two*) for study period of one academic year. In the exceptional cases the exchange period can be prolonged for more than it is stipulated in this Protocol by mutual consent of the Parties. The Parties strive to distribute the candidates for exchanges evenly throughout the academic year and keep the balance of number of exchange students from each university annually.

Exchange Students will spend a minimum of one semester, and a maximum of one academic year (two semesters) at the Host University. An academic year at UG includes both the winter (October – end of January) and summer (March – beginning of July) semesters. An academic year at Saint-Petersburg University includes both the fall (September – end January) and spring (February – end June) semesters. The obligations of the Parties under this Agreement exclude spouses and dependants.

2.2. The home university will be responsible for the initial selection of exchange students; however, the host university reserves the right to deny admission to any candidate not meeting its general admission criteria.

The following criteria shall generally apply, but may be waived in specific cases:

Exchange Students must have a good to excellent academic record

Exchange Students from SPbU and UniGraz must have successfully completed at least two (2) semesters of study and must remain registered as full-time students in the home University during their exchange period. The Exchange Students must be able to follow lectures in the language of instruction. The home University will evaluate the language aptitude of its own students. Exchange Coordinators shall determine how language proficiency requirements are to be met if students are not submitting standardized tests such as TOEFL, IELTS, etc.

Exchange Students should be selected without regard to race, national or ethnic origin, religion, age, sex, marital status or handicap.

Nominations of students in the program and applications will be sent by the Home University to the host university, respecting the nomination/application deadlines of the Host University. Nominated students will use the required application form of the Host University.

The Host University will accept the Candidates selected by the Home University if mutually acceptable academic and/or professional qualifications and standards are met. However the Host University will make the final decision on the admission of Candidates nominated for exchange.

2.3. The Parties agree that no tuition fees will be levied on the Exchange Students by the Host University. Exchange Students will continue to pay tuition fees for their respective programs at their Home University. Any additional cost incurred for Exchange Students with disabilities is the responsibility of the Home University.

The Host University shall waive institutional application/enrolment fees for incoming Exchange Students, however they may be charged small fees on the same basis as local students for costs such as student union, the use of miscellaneous material, extracurricular activities (language courses, sports classes) etc.

Financial responsibilities of the Exchange Students:

- Students are expected to pay for all personal expenses, including but not limited to transportation, accommodation and living costs, meals, books, visas, student union, student ID, health insurance and entertainment.

2.4. The host university assists the exchange student with finding accommodation (at Saint-Petersburg University – at the dormitories of Saint-Petersburg University). The accommodation fee shall be covered by the exchange student.

The host university will arrange campus orientation upon arrival and will provide advice regarding matters which may enhance the Exchange experience.

2.5. All the exchange students should have a medical insurance valid on the territory of the host country during the whole exchange period.

Students are responsible to obtain adequate medical/health insurance coverage (including emergency medical evacuation, live insurance, accidental death and dismemberment insurance) to the satisfaction of the Host University. Saint-Petersburg State University students staying in Graz for more than one semester have to purchase the Austrian National Student Health Insurance upon arrival in Graz.

2.6. UG no longer issues paper transcripts. Transcripts are electronically signed and electronically verifiable and available in both German and English. All exchange students are expected to download the electronically signed transcript by themselves in time before their UNIGRAZ online account expires. The transcript process at UG is explained in detail at <https://international.uni-graz.at/en/stud/incoming/about-uni-graz/transcript/>.

At the end of the Exchange Student's course of study Saint-Petersburg State University will provide an official transcript to the Office of International Relations at UG.

Academic credits earned by an Exchange Student during the period of exchange at the Host University may be transferred back to the Home University. The actual award of credit towards the Exchange Student's degree is at the discretion of the Home University and its internal policies and procedures.

2.7. Exchange students shall follow the rules of the host university and the law of the host country. Any infringement of the given rules and laws can be subject to pre-term dismissal from the host university.

Where graduate students are involved in research, the Parties shall determine ownership of intellectual property at the outset of the project.

It is understood that upon completion of the period of study at the Host University, Exchange Students are to return to the Home University. Students who wish to pursue their studies at the Host University after the exchange will be subject to the admission and registration rules that apply to all non-exchange students and will be subject to the same registration and basic fees.

2.8. Students studying abroad from each university will be subject to the same rules and regulations that apply to students regularly enrolled at the host institution, except for those rules and regulations that govern foreign student visitor status.

2.9. The Parties will assist exchange students in all practical and academic matters, especially concerning obtaining visa, accommodation, and academic integration.

2.10. Programme of Study

The exchange programme is intended to be a university-wide student exchange programme including all faculties and departments. The Exchange Students may apply to any academic courses offered at the Host University as full time, non-degree students at a level determined by the Host University.

- The Host University will endeavor to ensure that the Exchange Students are admitted to the courses as applied, provided the students satisfy the individual course prerequisites and space is available.
- Exchange Students will be subject to the academic requirements and rules of conduct of the Host University. All Exchange Students are required to enroll in a full-time course of study or equivalent amount of credits as defined by the Host University.
- Exchange students are responsible for following the transcript procedure as indicated by the host university in order to request their transcript at the end of their stay. Institutions are not required to send transcripts to students automatically.

§ 3

3.1. The Parties can, by mutual written consent, introduce changes and additions to this Protocol in order to improve the effectiveness of cooperation.

3.2. Each Party shall not use names and logos of the other Party without its prior written consent, if not related directly to the performance of obligations under the present Protocol, except as provided by law.

Each Institution may promote this Program through internal communication and other appropriate means in accordance with its policies, procedures, and ethical standards.

3.3. This Protocol will come into effect from the date of signing and will remain in force for 5 (five) years until 31.12.2022, but may be renewed by mutual written consent/unless either party terminates it by giving the other six months prior written notice. In the event of termination any exchanges already underway shall be allowed to be completed.

3.4. Any dispute, controversy or claim arising out of or in connection with this Agreement, or the breach, termination or invalidity thereof, which cannot be resolved between program directors or other designated representatives, will promptly be referred to the Rector of the University of Graz, or designee and the Vice-Rector for International Affairs of Saint-Petersburg State University, or designee, who will address these matters in negotiations and come to a binding agreement between the Parties.

3.5 At the University of Graz, the management of the exchange will be the responsibility of the International Office, and at Saint-Petersburg University it will be the responsibility of the International Academic Cooperation Department.

Contact Persons at the University of Graz:

Agreement	Outgoing Students from Graz	Incoming Students to Graz
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Contact Persons at Saint-Petersburg University:

Agreement	Outgoing Students from St. Petersburg	Incoming Students to St. Petersburg
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This Protocol is prepared in two original copies in English; one for each Party.

For Saint-Petersburg University
Sergey Andryushkin
Vice-Rector for International Affairs
Date: 34.04.2018

For University of Graz
Christa Neuper
Rector
Date: 17.05.2018

